



# CAMBRIDGE UNIVERSITY KARATE CLUB

## Cambridge University Karate Club

### SAFETY POLICY

#### OVERVIEW

- It is the policy of the Cambridge University Karate Club (CUKC) to ensure, so far as reasonable and possible, the health and safety of all members and instructors engaged in training and competition with the club.
- CUKC is affiliated with the JSKE which is a part of JKA WF England. Every policy within CUKC is meant to hold alongside the corresponding JKA WF England policy, rather than replacing it.
- Every session has to be instructed by a CUKC instructor, holding a valid JKA licence and being of appropriate grade, to ensure that the required health and safety standards are maintained.
- The club expects that all members will take the initiative with regards to their own and others' safety as detailed in Section 'Membership Responsibilities' below.
- The club commits to continuously improve the standards in health and safety, through an annual review of health and safety within the current University and JKA guidance, and recent incident data.

#### MEMBERSHIP RESPONSIBILITIES

- All club members are expected to be familiar with the club's Code of Conduct and the Risk Assessment (available on [www.cukc.org/documents.php](http://www.cukc.org/documents.php)).
- Every member must hold a valid JKA licence when training with or competing for CUKC. It is the responsibility of each member to ensure their licence is up to date.
- All club members must wear suitable kit, depending on the level of training and the particular training needs of individual exercises.
- It is the responsibility of the individual to bring to the attention of the instructor running a particular session any illness, injury, or other factor that may affect their health and safety, or that of others, during a session.
- It is considered the duty of all club members to bring to the attention of an instructor or committee member any situation which they believe to be unsafe or any shortcomings they perceive in the club safety arrangements.
- Every training exercise starts and ends with a command of the instructor. No club member must start an exercise until the command is given and has to cease any action immediately when hearing the corresponding instruction.

## COMMITTEE RESPONSIBILITIES

RESPONSIBILITY	PERSON RESPONSIBLE	DETAILS OF PROCEDURE
Ensure club members are aware of their health and safety responsibilities and policies.	President	Ensure all necessary club documents, such as risk assessments, code of conduct and welfare and safety policies, are up to date and available on the club website for members to access, and that club members are aware of their health and safety responsibilities
Carry out risk assessments for one-off activities such as trips and tours	Welfare & Safety Officer	<p>Risk assessments must follow the latest guidance from the Sports Service and JKA. A template for risk assessments of trips is available in the google drive. The procedure for carrying out an appropriate risk assessment is as follows:</p> <ul style="list-style-type: none"> <li>i) Look for hazard</li> <li>ii) Decide who might be harmed</li> <li>iii) Evaluate risk and decide if existing control measures are adequate or if more needs to be done</li> <li>iv) Review and revise risk</li> </ul> <p>One-off risk assessments must also be uploaded to the Moodle Trips and Tours page for the Sports Service.</p>
Monitor emerging risks to health and safety	Welfare & Safety Officer	Organise an annual review with the president, VP (as equipment officer) and captains of general long-term risk assessments, safety policy, welfare policy and code of conduct. This should use the latest guidance from the Sports Service and JKA, as well as recent incident/accident data. The annual review should be recorded and documented, and the club members should be made aware of any policy or risk assessment updates
Maintain club equipment, including first aid equipment	Vice President (Equipment Officer)	Ensure that all club equipment is stored appropriately, and kept in adequate working condition. An annual inventory check should be organised to review the condition of equipment, and replace any equipment which is unsafe to use. First Aid equipment should also be stored accessibly and kept well stocked. The annual inventory check should be recorded and documented.
Record first aid provision available in emergency to members of the club	Welfare & Safety Officer	Keep a record of first aid provision and emergency procedures of all venues, either in risk assessments or in the first aid provision spreadsheet in the google drive, as well as a list of all members who are first aid trained.
Ensure all instructors are aware of health and safety procedures	Welfare & Safety Officer	Brief all instructors on appropriate safety and accident procedures (see section below), including information of first aid provision, at the instructor training session at the beginning of the academic year.

Ensure all injuries, incidents and accidents are reported.	Welfare & Safety Officer and the rest of the committee	As soon after the incident as possible, record details in the CUKC incident reports document in the Google Drive, and report injuries, incidents and accidents to the Sports Service via Moodle. Ensure that recent incident data is used reflected upon in the annual review of policies, risk assessments and code of conduct in order to continuously improve health and safety provision within the club.
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## ACCIDENT PROCEDURE

- Immediately a witness should be sent to summon a first aider. A present club member might be first aid trained (a record of first aid trained members is kept in the google drive), but if not, Sports Centre staff or Porters at college venues will be able to provide first aid. If the accident occurs outside of regular training, a risk assessment should detail where first aid provision can be found.
- Injured parties should be tended to only by the appropriate first aider. Unless extra help is required, activity should continue as normal
- Accidents should be recorded in the CUKC incident report in the google drive and reported to the Sports Service via Moodle as soon as possible, with as much detail as is necessary
- Injured parties should be checked on at a later date by the Welfare & Safety Officer to ensure that recovery is successful and no further action is required

## INSURANCE

- Holding a valid JKA licence insures the corresponding club member for injuries and accidents while training or competing with CUKC.
- New members are insured for up to 3 sessions before being required to obtain a licence.
- All club equipment is stored at the University Sports Centre and is covered by the Sports Centre's insurance.
- As a registered sports club, the club is covered by the University's public liability insurance, and members of the registered club are covered by personal accident insurance
- Neither the club nor the University Sports Centre can accept responsibility for loss of or damage to any personal kit that is stored on the Sports Centre's premises.

## Review Dates

<b>Date of Review:</b>	11/10/2023
<b>Outline of Changes:</b>	Updated to reflect the clubs changing in association, as well as some rewording.
<b>Signed (President):</b> Callum Reid	 Date: 11/10/2023
<b>Signed (Welfare &amp; Safety Officer):</b> Darshana Marathe	 Date: 12/10/23